

# NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

May 9, 2022

**The City of Ripley**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Phase I of the Housing Authority to Downtown Connector project will begin at existing sidewalks at the Ripley Housing Authority on West Webb Avenue. Here, a crosswalk across W. Webb Avenue will be constructed, then another across Main Street/SR-209. The route will continue south by constructing 5-foot wide sidewalks on the east side of Main Street/SR-209 for approximately 1,850 LF. Pedestrian pavement markings and proper signage will be installed across Lafayette Street and Short Street.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

## Required Scope of Services

- NEPA
- Design
- Utility Coordination
- Permitting
- Plans, Specifications, Construction Budget
- Assist with Right of Way & Excess Land Coordination
- Bidding
- Invoicing
- Construction Engineering and Inspection
- Closeout Documents

## Estimated Schedule for Performance of Work

- |                         |            |
|-------------------------|------------|
| • Funding Award         | March 2022 |
| • NEPA Complete         | March 2023 |
| • Design Complete       | June 2023  |
| • Right of Way Complete | June 2024  |
| • Construction Complete | June 2026  |

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Ripley, 110 South Washington Street, Ripley, TN 38063, Attn: Donna Buckner, City Recorder.** All letters of interest must be received by **The City of Ripley** on or before **5:00pm, May 26, 2021.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment will be lump sum fee.**

## Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Qualifications and availability of key personnel**
- **TAP Engineering Experience**
- **Scope of Services available**
- **Project Familiarity**

From the letters of interest, **The City of Ripley** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## Phase II Evaluation

**The City of Ripley** will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Past experience in the required disciplines with TDOT and other clients. (20%)**
- b. **Past experience specific to downtown streetscape and revitalization projects. (20%)**
- c. **Qualification and availability of staff. (15%)**
- d. **Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)**
- e. **Evaluations on prior projects with TDOT and other clients, if available. (10%)**
- f. **Size of project. (10%)**
- g. **Amount of work under contract with TDOT and other clients. (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Ripley**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.